

**AIS MANUAL 25-L18-ALV-ZZZ-EM  
1 AUGUST 1996**

**Automated Information Systems Manual**

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**STANDARD PROPERTY BOOK  
SYSTEM - REDESIGN (SPBS - R)  
  
(FOR SINGLE AND MULTI-USERS)  
  
USING  
  
PERSONAL COMPUTERS**

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**END USER MANUAL**

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## 5 SAFETY STEPS TO FOLLOW IF SOMEONE IS THE VICTIM OF ELECTRICAL SHOCK

- 1 DO NOT PULL OR GRAB THE INDIVIDUAL.
- 2 IF POSSIBLE, TURN OFF THE ELECTRICAL POWER.
- 3 IF YOU CANNOT TURN OFF THE ELECTRICAL POWER, PULL, PUSH, OR LIFT THE PERSON TO SAFETY USING A DRY WOODEN POLE, A ROPE, OR OTHER INSULATING MATERIAL.
- 4 SEND FOR HELP AS SOON AS POSSIBLE.
- 5 AFTER THE INJURED PERSON IS FREE OF CONTACT WITH THE SOURCE OF THE ELECTRICAL SHOCK, MOVE THE PERSON A SHORT DISTANCE AWAY AND IMMEDIATELY START CARDIOPULMONARY RESUSCITATION (CPR).

Throughout this manual are placed WARNINGS, CAUTIONS, AND NOTES.

### **A WARNING**

is a procedure that if it is not followed  
may result in personnel injury or death

### **A CAUTION**

is a procedure that if it is not followed  
may result in hardware or software damage or failure

### **A NOTE**

provides the operator with additional information which  
provides amplification to a step or an entire procedure

## **WARNING**

**Electrocution can result if device is operated without proper ground.**

## **WARNING**

**Equipment uses power line voltage. Serious injury or death may occur on contact. Observe safety precautions when connecting power cables or performing maintenance.**

## **WARNING**

**Before connecting the equipment to a power source, ensure all power switches are in the "off" position.**

## **WARNING**

**If using extension cords, only use approved, heavy duty cords.**